



State of Montana Job Vacancy

Department of Transportation

Human Resources

2701 Prospect Avenue

PO Box 201001

Helena, MT 59620-1001



December 30, 2008

Internal/External Statewide

An Equal Opportunity Employer

Job Title: Traffic Technician
Position No.: 54126003
Division: Rail, Transit and Planning
Location: Billings
Job Code: 173213
Type of Position: Full time/Permanent
Work Comp Code: 9411
Bargaining Unit / Code: MPEA / 0000-8
Band: Band 3
Hourly Salary Range: \$14.42
Supplement Required: Yes ☐ No ☒
Closing Date: January 13, 2009

Traffic Data Collection Section / Rail, Transit and Planning Division Overview

The Traffic Data Collection Section collects, analyzes and summarizes traffic characteristics and statistics about Montana's public roadway systems. Traffic characteristics information is essential for the administration, development, construction, maintenance, and operation of the federally mandated Traffic Monitoring System (TMS) and Highway Performance Monitoring System (HPMS). The Traffic Data Collection Section also provides traffic data to the state's transportation database that supports other management systems.

Description of Duties

Monitor traffic volume and flow. Collect traffic characteristics and traffic-related information. Complete general maintenance of traffic monitoring, and associated equipment. This position is located in Billings and reports to the Traffic Data Collection Supervisor in Helena.

Job Requirements

Requires extensive overnight travel during the weekdays and occasionally weekends. Averages approximately 35,000 miles per year travel. Work is completed on or near roadways where traffic is often traveling at 75+ miles per hour. Must place traffic monitor equipment on roadways in high-density traffic areas. Duties performed under adverse conditions and adverse weather. This position requires a Montana Driver's License, or a valid Driver's License from another state and the ability to obtain a Montana License within 30 days. Maintaining a valid Montana Driver's License and insurability is a continued requirement of this position.

Education and Experience

Graduation from High School or equivalent required. Course work in electronics or an associated field desirable, but not required.

Compensation / Benefits

Annual pay raises as granted by the legislature. State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays and up to 15 days military leave with full pay.

Application Process:

The application materials required for this position are indicated with check marks.

- ☒ Completed MDT Application (form Online APP-0506 Rev) or the Montana State Application (PD 25).
- ☐ Answers to the attached supplemental questions (include your name and the position number if not applying online).
- ☐ Professional/Employment References listed with contact information.
- ☐ Resumé
- ☐ College or University transcripts. (Copies of transcripts accepted.)
- ☐ Copies of license(s) or certifications upon a conditional offer of employment by MDT.
- ☐ Negative Drug Screen results (testing arranged by MDT) upon a conditional offer of employment by MDT.
- ☒ Other: This position requires a Montana Driver's License, or a valid Driver's License from another state and the ability to obtain a Montana License within 30 days. Maintaining a valid Montana Driver's License and insurability is a continued requirement of this position.

VEBA: ☐ Yes ☐ No ([what is VEBA](#))

- ☐ For internal applicants, this position will qualify for reimbursement under the Moving and Relocation Expense Policy (3-0151).
- ☐ Consideration may be given to filling the position with a training assignment.
- ☒ Reference checks will be conducted and considered as part of the selection process.

Supplemental Questions:

1. Provide a synopsis of your work, education, and/or training experience being specific as to employer, dates, duties performed, equipment used, and years and months of experience. Also include employer phone numbers for reference check purposes.
2. Traffic technicians work remotely without direct supervision, travel extensively throughout the work week, and work in varying environments and weather conditions. Will any of these job requirements present problems?
3. What personal skills, traits, abilities do you possess that you feel will make you a good fit for this position?

Application Materials and Deadline: Complete application materials must be postmarked or sent electronically by the closing date (as indicated below) to a Montana Job Service Office or:

Human Resources
2701 Prospect Avenue
PO Box 201001
Helena, MT 59620-1001

Closing Date: ☒ by 5:00 pm **or** ☐ Open until filled

If applying electronically, go to: <http://www.mdt.mt.gov/jobs/>.

Application materials from interested Department of Transportation employees must be submitted online or received in the Human Resources office in Helena by 5:00 pm on the closing date.

In-state and out-of-state applications are due by 5:00 pm Mountain Time on the closing date. You can apply for this position online. Alternatively, you may mail a completed State Application Form (PD-25) to the address shown above or to a local Montana Job Service Workforce Center.

Please visit the MDT website at <http://www.mdt.mt.gov/jobs/> for additional employment opportunities and information.

The above position is being posted in accordance with the bargaining unit agreement.

Nonbargaining unit employees or employees of another bargaining unit may apply. If the position is not filled with a bargaining unit applicant, the non-bargaining unit applicants may be considered. However, bargaining unit applicants will have preference.

Late or incomplete applications will not be considered. Failure to turn in all required documents will result in disqualification from the selection process.

Reasonable Accommodations: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job, or to enjoy equal benefits and privileges or employment available to other employees. If you need such accommodation, contact this agency within 72 hours of needs, to allow us sufficient time to meet your request.

Applicants claiming Veteran's or Disabled Person's Employment Preference (see MDT Application Form) must submit verification of eligibility **prior to the closing date**. Required documents include a DD-214 (military) and/or the PHHS Certification of Disability form and the Employment Preference Form.

In accordance with the Immigration Reform and Control Act, the person selected must produce within three days of hire, documents that show authorization to work in the United States. Examples of such documentation include a birth certificate or Social Security card along with a driver's license or other picture ID, or a US passport, or a "green card". Also to comply with the Montana Compliance with Military Selective Service Act, this Agency (Montana Department of Transportation) must verify that the covered applicant has complied with the federal Military Service Act within three days of hire.